



FREE STATE PROVINCIAL GOVERNMENT VACANCY CIRCULAR 08/2011

TO ALL HEADS OF PROVINCIAL DEPARTMENTS

ADVERTISEMENT OF POSTS: DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

The above-mentioned circular is attached for your information. The content thereof should be brought to the attention of all staff.

Please take note that all enquiries with regard to the circular should be made to the official as indicated in the circular not to the Human Resource Advice, Co-ordination and Management Directorate: Department of the Premier.

DEPARTMENT OF THE PREMIER

DATE: 2011/03/03



The Department of Sport, Arts, Culture and Recreation is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

POST Deputy Director : Professional Support (Library Services)
REFERENCE NO :LS/DD.1

SALARY Level 11 – An all-inclusive package of R 406 839.00 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance

CENTRE Bloemfontein

REQUIREMENTS

- Tertiary qualification in Library and Information Science
- Extensive work experience in library services combined with middle management proficiency
- Knowledge of strategic planning and project management
- Valid driver's license and willingness to travel extensively
- Computer literacy
- Excellent communication skills.

RECOMMENDATION

- Knowledge and experience of automated library systems and the application of information technology in the library environment
- Acquaintance and experience of collection management which includes material selection, cataloguing and classification systems
- Proficiency in budget management

KEY RESPONSIBILITIES

- Plan, organize, co-ordinate and monitor the work of the sub-directorate which includes the following technical services : selection and acquisition of library materials, cataloguing of library materials, research and automated library systems as well as Inter library loan systems
- Manage the budget of the component and serve as responsibility manager
- Manage the human resources and other assets within the sub-directorate

ENQUIRIES

Ms J Schimper , Telephone Number 051 407 2805

POST Deputy Director : Heritage and Museum Services
REFERENCE NO: HMS/DD.2

SALARY Level 11 – An all-inclusive package of R 406 839.00 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance

CENTRE Bloemfontein

REQUIREMENTS

- An appropriate 3 year Tertiary (or equivalent) qualification
- Extensive working experience in a management capacity where project Management, strategic planning and budgeting was part of the working environment
- Computer literacy
- Valid drivers' license
- Ability to community with various stakeholder from different levels
- Knowledge of the National Heritage Resources act
- An analytical thinker with the ability to do research and compile reports

RECOMMENDATIONS

- A proven interest in Museum and Heritage Services
- Exposure in compiling annual reports and policy development and the promotion of Museum and Heritage related services

KEY RESPONSIBILITIES

- Develop and formulate policies which provide strategic direction to the Museum Services Sub-Directorate
- Design and implement heritage programmes
- Manage the Sub-Directorate in terms of financial management, human resource management, and capacity building etc
- Responsible for the establishment of museum structures to ensure effective functioning and prospective heritage institutions
- Take up the responsibility to liaise with all relevant stakeholders, public and/or private sectors, NGO's etc and serve as their link with the Department.

ENQUIRIES

Mr V Khetha , Telephone Number 051 410 4738

POST Deputy Director : Visual and Performing Arts
REFERENCE NO : VPA/DD.3

SALARY Level 11 – An all-inclusive package of R 406 839.00 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance

CENTRE Bloemfontein

REQUIREMENTS

- An appropriate tertiary qualification combined with intermediate management experience
- Extensive experience in the management of cultural activities combined with human resource and financial management skills including policy development and implementation thereof
- Experience in community development, especially previously disadvantage communities
- Valid Drivers license and willingness to travel and work additional hours
- Working Experience in Government Environment
- Computer literacy
- Well developed communication skills with the ability to communicate with various stakeholders at different levels.

RECOMMENDATIONS

- Proven community involvement
- Project management proficiency
- Ability to work independently and to explore and oversee the implementation of programmes to ensure community development, aligned with services provided at the Community Art Centers

KEY RESPONSIBILITIES

- Management of the Visual and Performing Arts Sub-Directorate which includes the drafting of guiding principle that serves as operational structures for the various community arts centers and determining the sustainability of the programs, projects performed at the various community arts centers.
- Guide and coordinate officials at Head office and Community Arts Centre towards the advancement of performing-, visual arts and crafts
- Facilitate the implementation of cultural industries and craft development strategy in the province
- Collaborate with other departments and relevant stakeholders on related Performing- , Visual Arts and Crafts projects and programmes through out the province.
- Oversee the management of infrastructure, financial and human resources allocated to different centers

ENQUIRIES

Mr D Moleko, Telephone number 051 410 4712

POST **Supply Chain Specialist**
REFERENCE NO : AD/SCM . 4

SALARY Level 9 – A basic salary of R 206 982.00 per annum

CENTRE Bloemfontein

REQUIREMENTS

- An appropriate tertiary (or equivalent) qualification
- Intermediate working experience in Supply Chain Management Practices combined with Management competencies
- Knowledge and understanding of all legislation ie PFMA, Treasury Regulations, Preferential Procurement Regulations etc
- Computer literacy
- Good Communication skills to communicate with various stakeholder
- Valid Drivers licence
- Successful completion of SCM related Certificates/ Courses

KEY RESPONSIBILITIES

- Manage and co-ordinate the implementation and maintenance of all SCM practices and processes related to Acquisition in the department
- Address SCM enquiries to ensure the correct implementation of SCM practices and policies
- Prepare and consolidate reports on acquisition related issues
- Responsible for policy development as well as ensuring the successful implementation and adherence to all Provincial/Departmental guidelines/policies to ensure compliance to all National prescripts
- Inform, guide and advice departmental personnel on Acquisition matters to enhance the correct implementation of CMC practices in general
- Manage Human Resource within the Division

ENQUIRIES

Mr LR Masisi, Telephone Number 051 410 3615

POST **Biokineticist**
REFERENCE NO : **BKT/CSR.5**

SALARY Level 9 – A basic salary of R 206 982.00 per annum

CENTRE Bloemfontein

REQUIREMENTS

- Honors Degree in Human Movement Science with specialization in Biokinetics.
- Basic experience working with Injury Rehabilitation
- Ability to work with the following experts and organizations: Sport Scientists, Sport Physiologists, Sport Nutritionists, Podiatrist, Orthoist, Prosthetist, Physiotherapist, Strength and Conditioning coaches, Personal Trainers, Sport Trainers, other Sport Medicine personnel, Sport Federations and Professional coaches
- Research proficiency combined with well develop literacy skills to compile articles (for publication in journals) based on findings of research performed
- Valid Drivers License

RECOMMENDATIONS

- Submission of proof of research complete in the field of Biokinetics and publication of articles in journals will be an advantage.
- Ability to operate and explain the functioning of the following specialized equipment: ►ACES isokinetic machine ►Footscan (RsScan) ► Dartfish;
- A background of integrated kinetic chain assessments of high performance athletes.

KEY RESPONSIBILITIES

- Provide injury rehabilitation services to district, provincial and national Free State athletes (at various district High Performance Centres as well as Free State Sport Science Institute)
- Ensure asset management, facility management, risk management and security management is adhered to and implemented.
- Present capacity building workshops to local, district, provincial and national athletes
- Maintain a sound record and administrative system of the injury rehabilitation section and its human resources.

ENQUIRIES

Ms H Heunis , Telephone number 051 407 3538

POST **Principal Librarian**
REFERENCE NO : **LS/MD/ 6**

CENTRE Seloshesha / Thaba Nchu

SALARY Level 8 – A basic salary of R 174 117.00 per annum

REQUIREMENTS

- B Bibi Degree or B-Tech Library and Information Science
- Intermediate working experience in a public Library
- Computer literacy

RECOMMENDATIONS

- Knowledge and experience of project management and event management
- Experience in community work and outreach
- Supervision proficiency/experience
- Good inter personal skills

KEY RESPONSIBILITIES

- Render a professional Library and Information Services to the community including the planning and coordination of services and activities performed within the library
- Manage resources, including human resources, budget as well as library collections (assets)
- Perform administrative duties in the library

ENQUIRIES

Ms E Kruger, Telephone Number 051 407 2802

POST Chief Language Practitioner
REFERENCE NO : LS/PLP. 8

CENTRE Bloemfontein

SALARY Level 8 – A basic salary of R 174 117.00 per annum

REQUIREMENTS

- An appropriate, recognised Bachelor's degree or equivalent qualification in a language, communication or education related field
- Basic working experience related to one of the above-mentioned study fields
- Good written and verbal communication skills in Sesotho and English
- Computer literacy
- **Successful completion of a departmental translation test**

RECOMMENDATIONS

- Working experience in translating and editing of documents

KEY RESPONSIBILITIES

- Responsible for the translation of a wide variety of official documents from English into Sesotho and vice versa
- Editing in Sesotho a wide variety of official documents
- Provide language advice to various stakeholders as well as liaising with clients and freelancers
- Responsible for quality control over documents translated/edited by junior staff
- Contribute to the establishment of Sesotho terminology
- Perform administrative related duties attached to the post

ENQUIRIES

Mr M Mahanke, Telephone Number 051 410 4705

POST Sport and Recreation Official (5 x Posts)
REFERENCE NO Post A : SRO/MAN.9
Post B : SRO/MQH .10
Post C : . SRO/NGW.11
Post D: . SRO/NKT.12
Post E: SRO/PHU. 13

CENTRE Post A : Ladybrand
Post B : Kroonstad
Post C : Parys
Post D: .Reitz
Post E: .Vrede

SALARY Level 7– A basic salary of R 140 208.00 per annum

REQUIREMENTS

- An appropriate, recognised sport related tertiary qualification or equivalent qualification
- Valid Drivers licence
- Computer literacy

RECOMMENDATIONS

- Basic experience within a Mass Sport Participation Program or sport and recreation related activities and/or involvement in community sporting codes
- Basic project management skills combined with ability to co-ordinate/facilitate events
- Proficiency to compile reports

KEY RESPONSIBILITIES

- Act as Secretariat of Sport and Recreation Councils which include all aspect involve in the facilitation and presentation of related meetings
- Responsible for the implementation of events and projects projected for the Sub-Directorate
- Maintain a data base on facilities
- Plan and oversee the implementation of Mass Participation Programs presented in Local Municipalities
- Manage human resource, under direct span of control including safekeeping and control usage of assets
- Perform administrative related duties attached to the post

ENQUIRIES

Post A, B and C Mr A Sebitlo, Telephone Number 051 407 35-----

Post D and E Ms M Monama Telephone Number 051 407 35-----

POST

Secretary

REFERENCE NO: HRM/SCR.14

CENTRE

Bloemfontein

SALARY

Salary level 5 – A Basic Salary of R 94 575.00 per annum

REQUIREMENTS

- Senior Certificate or equivalent qualification
- Experience in office management, with specific reference to the key responsibilities, with good typing and writing skills, combined with experience in the rendering of a secretarial services to middle and higher level managers
- Computer literacy with reference to working knowledge of Ms Word, Excell and Power Point
- Working knowledge on the use and maintenance of a filing system
- Interpersonal skills and well develop communication skills to communicate with various internal and external stakeholders

RECOMMENDATION

- Secretarial Diploma/Certificate will serve as a recommendation
- Ability to work independently and to handle different tasks at the same time
- Understanding of the Public Service environment, systems and procedures
- Time management skills

KEY RESPONSIBILITIES

- Serve as an entry point for all internal and external stakeholder, who visit or call the office of Director in such a manner that the professional image of the office is enhanced
- Coordinate the diary of the Director in consultation with the Director
- Render a secretarial service within the office of the relevant manager including typing of documents, sending faxes and making of photocopies
- Ensure that all documents in the office of the manager is filed and kept safely to ensure access to information
- Provide basic administrative support within the office of the manager eg ordering of equipment, inventory control keeping of post registers etc

ENQUIRIES

Ms P Loflie-Eaton, Telephone number : 051 410 3608

POST

Personnel Officer (Service Conditions)
REFERENCE NO: HRM/PO.16

CENTRE

Bloemfontein

SALARY

Salary level 5 – A Basic Salary of R 94 575.00 per annum

REQUIREMENTS

- Senior Certificate(or equivalent Qualification)
- Ability to interpret and execute policy directives or procedures

RECOMMENDATION

- PERSAL proficiency
- Basic working experience within human resource management environment

KEY RESPONSIBILITIES

- Implement and administer all practices concerning service benefits (Leave, Housing, Service Terminations, Resettlement, COIDA, Overtime, Long Service Recognition etc) in the department to contribute to the rendering of a professional human resource management service

ENQUIRIES

Ms D Tsoeu Telephone Number 051 410 3606

POST

Library Assistant
REFERENCE NO: LS/LA.19

CENTRE

Bloemfontein

SALARY

Salary level 4 – A Basic Salary of R 79 104.00 per annum

REQUIREMENTS

- A Senior Certificate or equivalent qualification
- Computer proficiency with practical experience in the use of word processing programmes
- Valid Drivers licence.
- Ability to apply basic numerical skills and to give attention to detail/accuracy

RECOMMENDATION

- Working experience in the Public Service or provincial library services

KEY RESPONSIBILITIES

- Provide assistance with the preparation and implementation of various development projects within library services eg toy libraries, literacy corners, box libraries, business information services etc
- Responsible for administrative related function within the Division including capturing of user satisfaction data on computer, sending of faxes, oversee the making of photocopies etc.
- Prepare and distribute promotional materials for library related events (eg Library Week, World Book Day, Africa Day etc) including copies of the in-house journal- FREE STATE LIBRARIES
- Assist with the preparation for events and during event eg to take charge of exhibitions, to record visitors enquiries and keeping stats of number of visitors etc

ENQUIRIES

Ms A Smuts , Telephone Number 051 407 2832

**APPLICATION FOR THE DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION TO BE
SUBMITTED TO: Attention Ms I Soty**

Department of Sport, Arts Culture and Recreation, Human Resource Management (Recruitment Division),
Private Bag X20606, Bloemfontein 9300 or place applications in an application box, 1st Floor, Warden Building,
Henry Street , Bloemfontein

CLOSING DATE : 18 MARCH 2011